

# GAYTON & GAYTON THORPE PARISH COUNCIL

Minutes of the Gayton & Gayton Thorpe Parish Council meeting held in the Jubilee Hall, Gayton on Wednesday 2 June 2021 at 7.30pm.

## Attendees

Cllr S Renwick – (SR) (Chair)	Cllr T Desborough (TD)	Borough Cllr M De Whalley (MDW)
Cllr J Currey (JC) (Vice-chair)	Cllr P Gidney (PGi)	County Cllr J Moriarty (JM)
Cllr A Beales (AB)	Cllr P Grant (PG)	Locum Clerk J Shah (JS)
Cllr A Dewing (AD)	Cllr C Reeve (CR)	2 members of the public

Ref	Item	Action by
993	<b>1. Apologies for absence</b> The Chair welcomed Councillors, members of the public and the Councillor candidates to the June Parish Council (PC) meeting. <ul style="list-style-type: none"><li>• Apologies were received from Cllrs. Atwell, Jarrett, Savage and Borough Cllr Manning.</li><li>• Chair asked for consideration by the PC of a 7pm meeting start time going forward. AB would find this difficult but could possibly do in the Autumn and Winter months. <b>PC resolved to revisit start time of PC meetings in the Autumn.</b></li></ul>	SR – Sept.
994	<b>2. Declarations of interest</b> - None.  <b>3. Open Forum</b> – No speakers.	
995	<b>4. Councillor Reports</b> <b>4.1. County Cllr Jim Moriarty</b> introduced himself as the new County Councillor, gave a brief verbal report and confirmed a written report (4 highlights maximum) would be sent in the event of non-attendance to the meetings in the event of Parish Council meeting time conflicts. His report included: <ul style="list-style-type: none"><li>• A planning discharge for the Primary School (hard copy provided).</li><li>• Flooding on the Winch Road (AB commented that the shoulders are in a poor condition making it difficult to pass in multiple places).</li><li>• Traffic – SR asked JM to find out why there is a proposal for the traffic diversion for the construction of the Wellness Lake to pass through Gayton rather than East Winch which is the shorter, more direct, obvious route.</li></ul> <b>4.2 Borough Councillors Cllr Clive Manning &amp; Cllr Michael De Whalley</b> MDW gave a short report which also covered points sent by CM in his written report: <ul style="list-style-type: none"><li>• CIL spending panel meeting postponed, expects it to occur in June 2021.</li><li>• Re-generation and development planning meeting, 8<sup>th</sup> June – the local cycling and walking plan may be of interest as one route is out towards Gayton</li><li>• Emerging local plan (framework) review – cabinet meet on 15 June 2021, 8 week consultation should take place between July and September.</li><li>• Draft Climate change and action plan to be published 9 June 2021.- NWES payments for the KLICC are up-to-date.</li></ul>	JM
996	<b>5. Minutes of the meeting held 5 May 2021</b> Minutes of the meeting held on Wednesday 5 May 2021 had been received as a late paper. <b>ACTION: Cllrs were asked to provide comment before 6pm on Friday 7 May 2021 otherwise the minutes would be approved as received.</b> AB queried that the Chairman position changed unexpectedly at the Annual Parish meeting and sought clarification in the PC's standing orders of the procedure for replacing the PC Chairman. SR addresses this in 5.2 overleaf.	ALL

## 5.1 Actions from the previous meetings

- *Declarations of office: Chair and Vice Chair:* were signed between the Chair and Vice Chair on 13 May 2021 and witnessed by Caroline Boydon (CB), the locum Clerk.
- *Litcham Road Hedge:* The house where the issue resides was for sale, at the Solicitors stage, when the matter arose. As the sale is now complete, SR will visit with regards to the possibility of trimming the hedge for traffic visibility and safety.
- *Election of Magazine Liaison Officer:* Sarah Bristow (the Clerk)
- *Standing Orders (SO) review:* The SO showing tracked changes, will be considered by the PC at the July 2021 meeting following review by SR and comparison of another set provided by CB. The SO currently state that meetings should last no longer than two hours and SR will review the election procedure as previously stated.
- *Financial Regulations review:* A track changed copy of the Financial Regulations will be reviewed at the July 2021 PC meeting as above. **ACTION: Full Council to make a decision once agreed tracked changes.**

SR  
SR  
Clerk

**997 6. Finance: to review and consider any action necessary**

**6.1 Monthly Accounts for Payment:** AB proposed, JC seconded that the PC make the following payments in June:

Supplier (£)	Net Amount (£)	VAT	Gross Amount	
Locum Clerk CB (7 hours at £12.48)			87.36	
Clerk			Confidential	Clerk
Pentney contractors	80.00	16.00	96.00	
KJN Landscapes March	296.00	0.00	296.00	
KJN Landscapes April	296.00	0.00	296.00	
eON	105.83	5.29	111.12	
Broadband (Hall)	18.00	3.60	21.60	
Aston Shaw (payroll)	30.00	6.00	36.00	

*All in favour.*

**6.2 Money Received:** None

**6.3 Bank Reconciliation May 2021:** May and June to be provided in July 2021

Clerk

**998 7. Reports from Working Groups and Areas of Delegated Responsibilities:**

Village footpaths, Village Hall (see item 11.1), Neighbourhood Plan (see item 9), Parish Magazine, Hedges. No verbal reports given.

**999 8. Flooding Meeting 9 June 2021**

SR commented that the Council have managed to secure some senior figures to this meeting including: Stuart Ashworth, MP James Wild, Professor Tim O'Riordan and Alison Demonty. SR asked the Council if there were any pre-meeting issues. None.

SR commented that **Councillors could please make their Zoom pictures show as 'Cllr' for this meeting so that the invitees know who the Cllrs are.**

ALL

Following a review of the draft agenda, it was agreed that the Agenda needed to be as simple as possible and one-line questions would be prepared by SR using the questions raised earlier in reports presented to the PC. AB offered to proof read a draft set. The PC agreed that the meeting would open with two 'people's stories' from those affected by flooding and foul water to provide a human element and to 'set the scene'. All in favour to allow the 3 parishioners to speak for 4 minutes each.

ALL

A list of questions will accompany the Agenda. SR not received any additional. **All Councillors to submit any additional questions by 9am Friday 4 June 2021.**

AB commented that there were a number of proposed actions in Mr Muff's report as well as his own. A map of the system and an understanding of it would be a good start. This could be compared with surface water drainage. Attach Charles Muff's report as an Appendix to the minutes.

**AB to look at the 2018 meeting:** the interplay between surface and foul water drainage has always been an issue in the Village. AB

SR requested Councillors that cannot make the meeting to let her know in advance so they do not appear on the attendee list. ALL

Cllr Gidney asked if the meeting could be recorded. **Attendees will be asked upon opening the meeting if they are happy with this** for minute purposes and County Councillor JM to view if he cannot attend. SR

**1000 9. Regulation 14 Neighbourhood Plan (NP) - Report**

Chair thanked Cllr Jarrett for taking care and time to adopt Cllrs suggestions and respond. SR praised the Working Group which has worked exceptionally hard and whose work has been recognised by the Borough Council, the plan is fundamentally ready. It is an aspirational document for Gayton and should be viewed in the round.

SR proposed the Neighbourhood Plan move forward for Regulation 14 approval to enable all parishioners and other bodies to comment on. AB objected on the grounds that he does not have sufficient time to complete his review and felt that the PC is rushing the decision to go to Regulation 14. PG suggested a specific time frame for approval to be given.

SR commented that once the NP is at regulation 14. stage all interested parties could raise an objection or a discussion. **SR decided all Councillors complete their review of the Neighbourhood Plan and submit questions for a Working Group Meeting at 7pm, Monday 14 June 2021, one Agenda item 'Neighbourhood Plan'.** ALL

PG thanked and praised the NP Working Group, working on behalf of the Council, as it has kept the Council up-to-date at every stage, keeping minutes and having information available at all times in addition to being careful not to put their own interests first.

**1001 10. Planning Applications and Determinations:** No planning applications were received between the production of the Agenda and the meeting. The following was discussed:

**21/00807/F: Rose Cottage, Gayton, two storey rear extension**

AD reported that planning is for demolition and part re-build. The design is sympathetic to the existing building, not 100% visible to the road and proposed support for the application. Seconded by PG, all in favour.

**1002 11. Village Matters**

**11.1 Jubilee Hall Trustees**

TD gave thanks to the Trustees of the Jubilee Hall for their work over the last six years. Two trustees have expressed a willingness to continue and others are also involved. Freebridge has agreed compensation and will put right the hedge in autumn. The field is let to graze from 1 June 2021.

With regard to next steps – plans for a new hall. TD questioned whether the Village wants or need a new hall? Where should it be? The Jubilee Hall field? The issue needs to be spoken about and views received before thoughts of borrowing money. The existing Village (Jubilee) Hall is not big enough, the purchase of additional land may be required.

Chair suspended Standing Orders to allow Mrs Jackie Gower (JG), a Jubilee Hall Trustee, to speak. JG commented that the trustees have only said they *may* stay. If they did not the Charity would fail. AB has been a past trustee. There is another parishioner

with previous Charity involvement who may be interested. Need to take into account that new Trustees may be against building on the land / local green spaces. Many villagers have expressed that they would still like to keep their horses on the Jubilee Hall field. With regards to siting a new hall, it could be encouraging for the community which has outgrown the current asset.

JG stated that it is always about money. The Social Club facilities have space and are willing, the land was purchased by the Jubilee Hall Trustees for completion 2022. Chair returned to Standing Orders, thanked JG and TD. AB commented that the current Social Club is a prime spot which retains the green heart of the Village.

SR requested volunteers to become Trustees. PG both volunteered and SR offered if there were no others. AB suggested JG check the articles, he is happy to help, there is no conflict re: the Estate site; the land was bought and rented out as income. AB proposed that the field could be green site made available to the village for recreational purposes. JG agreed to raise this with the Trustees and provide an update on the Jubilee Hall at the July 2021 meeting. ***Agenda item for July.***

JG

### **11.2 Rampant Horse Site and Local Lettings Policy (LLP)**

Freebridge has supplied the location plan. AB thought that there is no **Section 106** on the Rampant Horse site. (a legal agreement between an applicant seeking planning permission and the local planning authority, which is used to mitigate the impact of your new home on the local community and infrastructure) AB believes the PC can get 'trickle down' on the site. JC commented that he is pleasantly surprised the news is positive regarding repair to the damage caused to the hedge by the contractor. To date this has only be discussed with the contractor. SR requested confirmation in writing and

**ACTION: AB to obtain written confirmation of Freebridge's intentions regarding Local Lettings Policy.** SR thanked AB for his work.

AB

TD reported that the contractor, Mr Rust, has temporarily closed the car park to villagers and there are only specific parking places for the residents of the old Rampant Horse pub. ***SR will contact Paul Newbold, Director re: this matter to gain clarification on the current and future situation.*** AD commented that he had heard it was an 8-week closure and when it reopens there will be a small parking area for the community, possibly only 5 spaces.

SR

### **11.3 – Playground Improvements**

JC gave a short report regarding quotes received and what they were for. JC proposed the Council place the order with NGF Play Limited (quotation of 16 December 2020 approximately £3100) and the additional items (cradle seats x 2 at Gayton, identical to the one at Gayton Thorpe) resulting from recent review by JC and AD at a cost of £247.06 + fitting.

Tractor platform, repair slide assemblies (weld) and removal of the rocking horse (Gayton Thorpe) quotes to be obtained and decided at July's meeting. It is expected to cost in the region of £3500.

SR commented that as a Council they need to ensure the playground is safe and suggested the PC also purchase their own black and yellow tape. AD confirmed nothing is dangerous, the work is preventative maintenance to give the equipment a longer life.

Chair commented that the repairs are budgeted for and thanked JC and AD on their work. JC added that CIL money has been applied for, for the French drain. All in favour.

**12.1 NCC Ranger Works** – On-hold since 22/01/21 due to covid-19. JM to enquire as to when these will be back up and running. In the meantime they can respond to reported issues at [www.norfolk.gov.uk/highwaysproblem](http://www.norfolk.gov.uk/highwaysproblem) or via the app.

JM

**12.2 Trod and Hedge project** - PG reiterated MDW's earlier statement that the CIL meeting has not been received. JC agreed to obtain current costings for the July 2021 meeting from Andy Wallace, Highways and West Norfolk Surfacing. JC thanked Gayton Estate for agreeing to remove the current hedge and the PC will pay for the new hedge set slightly back to accommodate the path to the bus stop. **ACTION: AB agreed to carry out preparatory work regarding the possible requirement for an Environmental planning application.** AD commented that the Council has a duty of care to ensure pedestrians can safely get to the bus stop. JC is speaking to a solicitor about it. SR commented that the work has been budgeted for in the precept although recognised the CIL money would be used to match the PPS funds to pay for the works if the Council were successful in their application. PG commented that he thinks the Council will know re: CIL by July. **Agenda July.**

AB

Clerk

**1004 13. Governance**

**13.1 Training** – SR offered new Councillor training to TD who accepted. **ACTION: SR will liaise with the clerk to arrange.**

SR

**13.2 Risk Assessment Consultancy Contract** – SR to contact the provider to action the risk assessment procedure.

Clerk

**13.3 Insurance ratification:** SR praised the Clerk re: the favourable insurance quote obtained through her contacts at Norfolk ALC. PG proposed, AB seconded for the Council to take out the policy with the recommended supplier, Military Mutual.

AB

**13.4 Lighting and Maintenance contract review:** Clerk to advise what action is required as contract is up for renewal later in the year.

**1005 14. Correspondence** - to review and consider any action necessary.

- SR unaware of any correspondence.
- JC will speak to the Gayton Thorpe resident regarding payment for the new sign, as a letter detailing with materials costs is unavailable.

JC

**1006 15. Pending Actions**

- Pudding Stones: SR obtaining Land Registry information from the Clerk.
- TV screen and camera for Jubilee Hall: To enable hybrid meetings. SR and NA to action. SR noted that Councillors not attending in person would not be able to vote.

**1007 16. To consider items for next agenda**

- PG suggested whether a covid-19 update may be useful

Clerk

**17. Date of next meeting: Wednesday 7 July at 7.30pm in the Jubilee Hall, Gayton.**